



# Memorial Bench & Plaque Application Form

## 1. Applicant Details

**Full Name:**

**Address:**

**Telephone:**

**Email:**

**Relationship to the person being commemorated:**

**Secondary Contact (required):**

**Name:**

**Telephone:**

**Email:**

## 2. Type of Memorial Requested

- ☐ Memorial Bench including Plaque (25-year dedication; renewal available for 10 years)
- ☐ Memorial Plaque on Existing Bench (10-year dedication; renewal available for 5 or 10 years)
- ☐ Corporate Bench Sponsorship (Bench lifespan; donor plaque included)

## 3. Proposed Plaque Wording

**Proposed inscription:** *(Please print clearly. Max 80 characters. 3 lines.)*

## 4. Additional Information

**Is this memorial intended to replace an existing bench or plaque?** ☐ Yes ☐ No

If yes, please provide details:

**Any accessibility or placement considerations:**

## 5. Acknowledgement of Scheme Conditions

- ☐ I understand that all memorial benches and plaques become the property of Caister-on-Sea Parish Council upon installation.
- ☐ I understand that no additional items may be attached or left around the memorial unless authorised.
- ☐ I understand the Council may repair, replace, relocate or remove memorials where necessary.
- ☐ I understand renewal is required at the end of the dedication period.
- ☐ I understand the Council accepts no liability beyond statutory responsibilities.
- ☐ I have read and agree to the Memorial Bench & Plaque Scheme.

## 6. Fees and Charges

| Item                                       | Term           | Fee  |
|--------------------------------------------|----------------|------|
| Memorial Bench incl. Plaque*               | 25 years       | £750 |
| Bench Renewal                              | 10 years       | £200 |
| Plaque on Existing Bench                   | 15 years       | £125 |
| Plaque Renewal                             | 10 years       | £100 |
| Replacement Bench incl. Plaque             | N/A            | £750 |
| Replacement Plaque                         | N/A            | £125 |
| Corporate Bench Sponsorship incl. Plaque** | Bench Lifespan | £500 |

*\*No other plaques will be added to the bench unless after expiry, a renewal is not pursued.*

*\*\*Memorial plaques will be located on the bench alongside the plaque displaying the donor.*

***Payment instructions will be provided upon approval.***

## 7. Declaration

I confirm that the information provided is accurate and that approval is at the discretion of Caister-on-Sea Parish Council.

**Signed:**

**Name**

**Date:**

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## 8. For Office Use Only

Application Received on:

Checked by:

Approved / Not Approved:

Reason If Not Approved:

Fee Paid:

Receipt Number:

Date Installed:

Location Assigned:

Renewal Date: